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DDI 68-5134

DD/S&T 3973-68

14 OCT 1968

IN REPLY REFER TO:
JOBS 5181, 5137,
and 5138-A-LRM

Adm - 12.1 Proposed notices

MEMORANDUM FOR: Executive Director-Comptroller
Deputy Director for Science and Technology
Deputy Director for Plans
Deputy Director for Intelligence
Inspector General
General Counsel

SUBJECT : Proposed Revisions [REDACTED]

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1. The attached subject proposals are sent for your concurrence or comments. The Director of Training proposed the revisions to make the following substantive changes:

a. In [REDACTED] to specify that the Director of Training review annually established training courses and approve new ones conducted within Agency components and that the Deputy Directors concerned inform the Director of Training about the development and conduct of these courses. This revision is based upon comments made by the Inspector General in his survey of Office of Training.

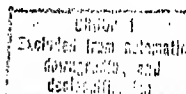
b. In [REDACTED] to delete the responsibility of the Chairman, Training Selection Board, for approving nominees for the Midcareer Executive Development Course, a change in response to a recommendation by the Inspector General; to delete the requirement that Heads of Career Services consult the Director of Training in establishing training plans for midcareerists; and to identify the responsibility for review of the Midcareer Training Program with the Training Selection Board rather than the Chairman.

Concurred by [REDACTED]

10-15-68

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Subject: Proposed Revisions of [REDACTED]

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c. In [REDACTED] to amplify the purpose of the Training Selection Board.

2. Changes from the printed text are shown by crosshatching, underscoring, and marginal notes. Any questions you have may be referred to [REDACTED] Office of Training, extension [REDACTED]

3. Please send us your concurrence or comments within 20 workdays. Concurrence sheets are attached for your convenience.

[REDACTED]
Chief, Support Services Staff

Attachments:

1. Proposed Revision of [REDACTED]
2. Proposed Revision of [REDACTED]
3. Proposed Revision of [REDACTED]
4. Concurrence Sheets

cc: D/T
SSA-DDS
D/P

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HQ. INSTRUCTION SHEET

REMOVE			INSERT			EXPLANATION
ISSUANCE NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
						<p>Paragraph 1 is revised to specify the responsibilities of (a) the Director of Training for reviewing and approving component-conducted courses and (b) the Deputy Directors for providing the Office of Training with information about these courses.</p> <p>Paragraph 6 is revised to delete the Chairman of the Training Selection Board's responsibility for approving Midcareer Executive Development Course nominees; to delete the requirement that the Heads of the Career Services consult the Director of Training about midcareerists' training plans; to place program review responsibility with the Training Selection Board rather than the Chairman.</p> <p>Paragraph 7 is revised to amplify the purpose of the Training Selection Board.</p>

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TRAINING

DRAFT A

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1. GENERAL This paragraph cites the authority of the Agency to provide for ~~the~~ employee training ~~of its employees~~ and prescribes ~~the~~ general policies and responsibilities governing Agency ~~its~~ training ~~activities~~.

a. AUTHORITY

(1) The Government Employees Training Act (GETA), of 1958, authorizes the Agency to pay the salary of its employees while they are engaged in Agency-approved ~~sponsored~~ training, and to ~~not~~ pay the expenses of such training.

(2) ~~The act is applicable to the Agency's training program except that~~ Executive Order 10805 exempts ~~the~~ the Agency from supervision and control by the Civil Service Commission and from certain other administrative requirements of the act. ~~It is the policy of~~ The Agency abides by ~~to follow~~ the general provisions of the act as ~~fully as possible, consistent with the Agency's~~ closely as operational and security requirements allow.

b. POLICY OBJECTIVES AND POLICIES

(1) ~~It is Agency policy that all employees receive the training required to achieve the objectives stated below:~~

(a) ~~To promote efficiency and economy in the operation of~~

The Agency, provides training for its employees

(b) ~~to develop and maintain the highest possible standards of performance/~~ within the Agency.

(Job 5181-A-DLT)

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- (2) ~~To achieve these objectives the Agency will:~~
- ~~(a) Adopt and use effectively the best modern practices and techniques;~~
 - ~~(b) Encourage all of its Employees will be encouraged to undertake self-improvement, sponsored training outside the Agency. and~~
 - ~~(c) Supplement the Self-improvement efforts of its employees will be supplemented, as required, by Agency-sponsored training programs.~~

Formerly
c Revised

- (3) Agency-sponsored training includes courses or programs conducted by and within the Agency, on-the-job training, and approved courses or programs conducted at external facilities and for which the Agency pays attendant expenses.

Formerly
d

c. RESPONSIBILITIES

- (1) Deputy Directors, ~~within their respective jurisdictions, shall:~~
- (a) Prescribe intelligence, operations, and support doctrine for use in Agency-conducted training, ~~copying;~~
 - (b) Establish ~~the~~ standards ~~and levels~~ of skill and competence to be achieved ~~by~~ by Agency employees ~~in various categories,~~ and prescribe ~~the~~ training ~~required~~ for ~~those~~ employees who fail to meet ~~their~~ established standards.

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(c) Conduct ~~formal courses of instruction which are~~
~~required for Agency personnel and which are~~ specialized
training programs approved by the Director of Training.

(d) Establish, and direct, ~~and supervise the conduct of~~
on-the-job training.

(e) Provide the Director of Training with information on
development and conduct of component courses within
their directorates and on attendance at those courses.

(2) The Director of Training ~~will~~

(a) Provides technical advice and support to Deputy
Directors, Heads of Independent Offices, and Operating
Officials in the for development and conduct of non-OTR
~~Agency-conducted~~ formal training programs ~~courses~~ and
organized on-the-job training.

(b) Determines under whose auspices non-OTR Agency ~~formal~~
courses will be conducted.

(c) Reviews annually courses conducted by the Deputy
Directors and approves new courses developed within
the directorates.

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(d) Maintains the Agency training file of employee attendance
at internal training, except on-the-job training, and
Agency-sponsored external training approved by the
Director of Training.

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6. MIDCAREER TRAINING PROGRAM

a. (Deleted)

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par b

a. DEFINITIONS

- (1) A midcareerist is, normally, a GS-13 ~~career~~ employee between the ages of 35 and 45 who, ~~has the~~ having demonstrated his potential for ~~eventual~~ promotion to GS-15 or higher, is selected for the Midcareer Training Program.
- (2) The Midcareer Training Program is the Agency program to identify and develop midcareerists. An integral part of the program is the development and ~~formalization~~ implementation of a training plan for each midcareerist. ~~to be completed in not more than five years.~~ This individual plan, to be completed in not more than five years, ~~will be~~ is discussed in detail with the employee ~~concerned~~ and will consist of planned assignments and internal or external training which best meet the established career objectives. ~~that have been determined by the head of the career service concerned.~~
- (3) The Midcareer Executive Development Course ~~(formerly the Midcareer Course)~~ is the formal ~~training~~ course ~~providing~~ which provides generalist training to prepare ~~individuals~~ midcareerists for ~~proper~~ administrative and executive positions. ~~in the future. The course is an integral part~~

(Job 5137-A-LRM)

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~~of the plan (provided sufficient spaces are available) for these midcareerists who have been identified for future executive posts.~~

b. RESPONSIBILITIES

- (1) Heads of Career Services ~~shall~~
 - (a) Evaluate critically, on an annual basis, ~~all~~ GS-13 career employees under 45 years of age not previously selected as midcareerists, and identify identifying those ~~individuals~~ who ~~are~~ midcareerists and should ~~therefore~~ participate in the Midcareer Training Program. ~~This evaluation shall be made on an annual basis.~~
 - (b) Establish, ~~in consultation with the Director of Training,~~ a training plan for each midcareerist. Review individual plans at the halfway point to determine ~~any~~ needed modifications. ~~that are appropriate.~~
- (2) The ~~Chairman,~~ Training Selection Board ~~shall~~; ~~(a) continuously monitor~~ reviews the Midcareer Training Program and recommends to the Executive Director-Comptroller methods to ensure its effectiveness. ~~and~~
- (b) (Deleted)
- (3) The Director of Training ~~shall~~
 - (a) Provides internal or external training specified in individual five-year plans.
 - (b) Develops and conducts the Midcareer Executive Development Course.

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7. TRAINING SELECTION BOARD.

a. PURPOSE. The Training Selection Board is established to/

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(2)

- (1) ~~Assure effective selection of candidates for non-CIA training programs where representation of the Agency is deemed by the board to be a significant criterion for selection~~ Nominate fully qualified employees to attend external training programs for which the capability to represent the Agency effectively is a key consideration.
- (2) Ensure that equitable, objective standards are applied by Agency components in sponsoring candidates for programs within the purview of the Board.
- (3) ~~Monitor~~ Review the Midcareer Training Program and recommend ways to ensure its effectiveness.
- (4) Evaluate training opportunities available to Agency employees through non-CIA facilities.

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(1)

b. MEMBERSHIP. The membership of the Board consists of the the Director of Training, is who chairs of the Board and who represents the Executive Director-Comptroller; Permanent members are the Director of Personnel, who represents the Deputy Director for Support; and three senior representatives officers, each designated by and representing respectively the Deputy Director for Science and Technology, the Deputy Director for Plans, and the Deputy Director for Intelligence, respectively.

(Job 5138-A-LRM)

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Each ~~of these representatives~~ member of the Board except the
Chairman is to ~~shall~~ be a member of ~~one of the~~ a Career Services
under the jurisdiction of the Deputy Director ~~concerned~~ he
represents.

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